

**Washougal School District 112-06**  
**Executive Responsibility 3 (Treatment of Parents, Students and the Public)**  
**Board Review Date: November 12, 2024**

***Responsibilities:***

**The interim superintendent will treat parents, students, and the public with respect and dignity and will communicate the same expectation to all district staff.**

	<b>Evidence Requested/Presented</b>	<b>Board Notes</b>	<b>In Compliance</b>	<b>Follow-up Review Date</b>
1. Use methods of managing that protect confidential information.	<p>Board Policy 3231 addresses the management of Student Records. This policy outlines State and District requirements regarding the management of confidential student information and charges the interim superintendent with establishing procedures to ensure that policy is known and followed. Student data system records are protected electronically; staff members with access to student records or employee records are trained in confidentiality, ethics, legalities and procedures.</p> <p>Board Policy 4020 – Confidential Communications establishes the guidelines to assist staff members in making appropriate decisions regarding confidential information and/or communications. All staff are trained and supervised regarding confidential information and the protection of student and staff confidentiality.</p> <p>Fall Reminders to staff for 2024-25 School Year include expectations that staff are aware and follow all board policy. Policy 3221 &amp; 4020, among other critical policies, will be highlighted in this all-staff communication.</p>		X	
2. Provide for the timely and effective handling of complaints. For those complaints referred to a Board Member, notification of resolution will be provided as warranted.	<p>Board policy 4220 – Complaints Concerning Staff or Programs outlines the District’s expectations that complaints about the school district or school district personnel be dealt with quickly and thoroughly. It requires that the District be open to constructive criticism. Patrons are encouraged to bring concerns to the staff member(s) most closely associated with the concern and that they be resolved informally if possible. The interim superintendent keeps the Board informed of unresolved parent complaints and what steps are being taken to address concerns.</p>		X	
3. Involve parents, students and the public in an advisory capacity as appropriate on important issues that impact them directly.	<p><b>Historical Examples:</b></p> <ul style="list-style-type: none"> <li>● Instructional Materials Review Committee</li> <li>● Community Advisory Team for Belonging and Equity</li> <li>● Strategic Plan Advisory Committee</li> </ul>		X	

	<ul style="list-style-type: none"> <li>● Citizens’ Oversight Team – provide guidance and feedback throughout the capital construction program.</li> <li>● Elementary and Middle School Boundary Review Committee</li> <li>● Hathaway and Cape Horn-Skye principal interview teams: parent representative</li> <li>● Strategic Plan focus groups</li> <li>● Budget Forums for community</li> <li>● Superintendent Roundtable</li> <li>● Student Focus Groups/Principal Advisory Group</li> <li>● Student representatives to the board and advisory vote on school calendar</li> </ul> <p><b>Continuing:</b></p> <ul style="list-style-type: none"> <li>● Multicultural Family Night (formerly: Spanish-speaking Family Nights)</li> <li>● Student Focus Groups</li> <li>● Technology Advisory Committee</li> <li>● SPED Parent Advisory</li> <li>● School Parent Advisory/Boosters</li> <li>● Highly Capable Parent Advisory</li> <li>● CTE Advisory Committees</li> <li>● School Improvement Plan involvement</li> <li>● Instructional Materials Review Committee</li> </ul>			
<p>4. Take steps to inform parents, students, and the public of those administrative policies and procedures that impact them.</p>	<p>Board policies are posted on the district website.</p> <p>Student handbooks are updated at the start of each school year. Students and parents are required to review this information, including relevant policies and procedures. Handbooks are posted on the district website. Hard copies are also available upon request.</p> <p>Student discipline policies, which are included in all handbooks, are updated regularly in response to revisions in state law. All district administrators will be trained on the most current discipline policies and procedures in the 2024-25 school year.</p> <p>Addition of ParentSquare to streamline our parent communications and to translate our communications into the languages spoken in the homes of our students.</p>		X	
<p>5. Facilitate orderly and appropriate public access to the Board, and to ensure timely and appropriate follow-up in</p>	<ul style="list-style-type: none"> <li>● Board planning meetings calendared to provide for participation on the part of Board leadership in the formation of the meeting agenda.</li> <li>● Board meetings include regular opportunities for community input (Citizens’ Comments). Policy 1400 was revised in April 2019 to include a second</li> </ul>		X	

<p>response to expressed public input.</p>	<p>opportunity for public comment prior to actions taken at regular Board meetings.</p> <ul style="list-style-type: none"> <li>● School Board Listening Tours during SY 2022-23 &amp; 2023-24 &amp; 2024-25</li> <li>● District Staff provide additional communication before Board meetings to verify that all citizens in attendance understand procedures and protocols for public comment.</li> <li>● Board agendas posted in newspapers and on websites using BoardDocs.</li> <li>● Interim Superintendent updates to Board members regarding issues or concerns occurring in the District.</li> </ul>			
<p>6. Provide a welcoming environment for parents and guests.</p>	<ul style="list-style-type: none"> <li>● Schools and Central Office provide a pleasant and welcoming office environment for visiting patrons.</li> <li>● Clear communication to patrons regarding the safety requirement and protocols for visitors to schools and district property</li> <li>● As the interim superintendent, I am available in person at both community and school events and I also implemented a systematized process for email, card, and phone call responses to families and guests.</li> </ul>		X	
<p>7. Maintain an open and responsive organizational culture that treats all constituents with respect, dignity, and courtesy.</p>	<p>The Washougal School District is committed to fostering an open, responsive, and inclusive organizational culture. As interim superintendent, I strive to model respect, dignity, courtesy, and genuine value in every interaction with students, staff, families, and community members. A key focus of my leadership is actively listening to the voices of our stakeholders. By understanding their concerns and experiences, we can strengthen relationships and build trust. Making meaningful connections is at the heart of our work, as it enhances collaboration, builds empathy and supports the success of every student.</p>		X	